

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Child Development Division Policy Manual		VII
Chapter:	Child Care Providers	
Subject:	Out of State Child Care Providers	
Approved:	Reeva Murphy, Deputy Commissioner	Effective: 09/13
Supersedes:	Memorandum	Dated: 05/07 & 12/11

PURPOSE:

Provide families a full range of providers when searching for a child care provider for their children.

POLICY:

The Child Development Division (CDD) may authorize child care financial assistance payments to a child care provider from another state, in the United States, as long as the parent is eligible for child care financial assistance and the provider meets one of the requirements listed below.

PROCEDURES:

When a parent requests payment for a licensed or registered provider living in a state other than Vermont, the following guidelines apply.

Licensed Center or Registered Home Child Care Provider

1. Contact provider to explain process
2. Send provider packet with:
 - a. Provider Agreement Form – Part 1 (and Part 3 if applicable)
 - b. Provider Agreement Form - Part 3, Specialized Child Care Services, if applicable
 - c. Out of State Provider Checklist (Eligibility Specialist is responsible for completing section titled “For Eligibility Specialist Only”)
 - d. Attendance invoice reporting instructions
 - e. W-9
 - f. ACH Direct Deposit Form
 - g. Child Care Provider Payment Rate Schedule for Licensed Centers and Registered Homes
3. A Criminal Record Check is not required from their home state.
4. Submit, to CDD, all of the documentation above and include a copy of the provider’s child care license or registration. The license or registration must be current. Expired paperwork will not be processed. All paperwork must be complete prior to sending to the Child Development Division. Incomplete packets will be returned to the Eligibility Specialist for further processing.

If the provider is requesting to become a LECC and they are certified as a LECC in their home state, the following guidelines apply.

License Exempt Procedure

1. Contact provider to explain process
2. Send provider packet with:
 - a. Legally Exempt Child Care Application
 - b. Legally Exempt Letter
 - c. LECC Provider Agreement Form – Part 1
 - d. Provider Agreement & W-9 Letter
 - e. W-9
 - f. Child Care Financial Assistance Program LECC Payment Rates
 - g. Attendance Reporting Instructions
 - h. ACH Direct Deposit Form
 - i. Out of State Provider Checklist (Eligibility Specialist is responsible for completing section titled “For Eligibility Specialist Only”)
3. A Criminal Record Check is required from their home state.
4. Enter the application into BFIS and select out-of-state provider under the town code.
5. Submit, to CDD, all of the documentation above and include a copy of the provider’s license exempt child care certificate. Incomplete packets will be returned to the Eligibility Specialists for further processing

If the chosen provider is **not** certified as a LECC in their home state, the child care **must** occur in the child’s home in Vermont and the following guidelines apply.

License Exempt Procedure

1. Contact provider to explain process
2. Send provider packet with:
 - a. Legally Exempt Child Care Application
 - b. Legally Exempt Letter
 - c. LECC Provider Agreement Form – Part 1
 - d. Provider Agreement & W-9 Letter
 - e. W-9
 - f. Child Care Financial Assistance Program LECC Payment Rates
 - g. Attendance Reporting Instructions
 - h. ACH Direct Deposit Form
 - i. Out of State Provider Checklist (Eligibility Specialist is responsible for completing section titled “For Eligibility Specialist Only”)
3. A Criminal Record Check is required from their home state.
4. Enter the application into BFIS and select out-of-state provider under the town code.
5. Submit, to CDD, all of the documentation above. Incomplete packets will be returned to the Eligibility Specialists for further processing.